Approved For Release 2002/08/20 : CIA-RDP66B00560R066100060066-7

24 OCT 1963 ADM-4

MEMORANDUM	FOR:	Deputy	Director	(Intelligence)
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Deputy Director (Plans)

Deputy Director (Science & Technology)

Comptroller

SUBJECT

: Procurement

- 1. I am concerned that the Agency may be criticized for allegedly undertaking an excessive number of procurement actions during the burth quarter of each fiscal year, and I am also concerned that our procurement procedures may be wasteful because we do undertake an excessive volume during the fourth quarter in relation to the remainder of each fiscal year.
- 2. To illustrate this I attach two charts which show that 46 per cent of our dollar volume and 33 per cent of our procurement actions were undertaken in the fourth quarter of Fiscal Year 1963. Within these actions occurred during the month of June. totals.
- 3. In addition to reducing the possibility of effecting economy through more careful negotiation of contracts, we were unable in Fiscal Year 1963 to process all requisitions received even though approximately in procurement funds remained available at the close of the fiscal year.
- 4. I solicit your cooperation in planning your procurement program for Placel Year 1964 so as to undertake as much procurement as possible during the second and third quarters, avoking the fourth quarter crash requisitions and peak loads with the cirvious results.

L. K. White

Deputy Director (Support)

Amachment:

Procurement Division Workload Charts

cc: Director of Logistics Deputy Director of Central Missingence

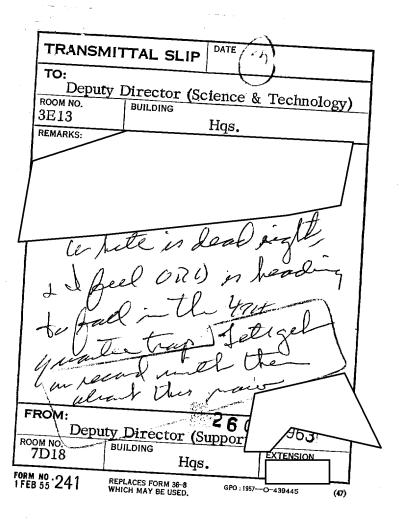
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